ACHIEVEMENT
Series

A C H I E V E M E N T   S E R I E S   –   C L A S S R O O M   M O D U L E

M a n u a l l y   C r e a t e   I t e m s   f o r   T e s t s

When creating a test with the *Normal* or *Quick Pick* options you can automatically select items from the Item Banks that are accessible to you. However if the items you want to use on the test do not exist in Item Banks currently available to you, then those items can be setup *manually* in order to appear on the test. This tutorial is a supplemental guide to use in creating test items manually. It must be used in conjunction with one of the primary tutorials for creating a test, specifically the Normal or Quick Pick option.

Part 1: Software Requirements and Naming Conventions

Complete these Prerequisite Activities

1. Install Java 1.4.2_07 or _08

2. Install Adobe 6.0 on the PC

3. Determine the item naming conventions you will be using. See below.

Sample Item Naming Conventions

- Each Item will require an **Item ID** and **Item Name.**
- Maximum characters: ID = 25 characters   Name = 60 characters
- Multiple items may have the same Item IDs and Item Names.

Sample Math Item IDs and Names

ID: 01 or 01 NS4.5.1   **Name:** NS4.5.1_Add Fractions Same Denominator

Sample Math Item Associated with Exhibits/Passages

ID: 01 or 01 DP4.3.2   **Name:** DP4.3.2 Linear Equations

Sample Reading Item Associated with Exhibits/Passages

ID: 01 Charlotte's Web   **Name:** 01 Charlotte's Web_R4.3.2_Main Idea

ID: 02 Charlotte's Web   **Name:** 2 Charlotte's Web_R4.3.5_Cause&Effect
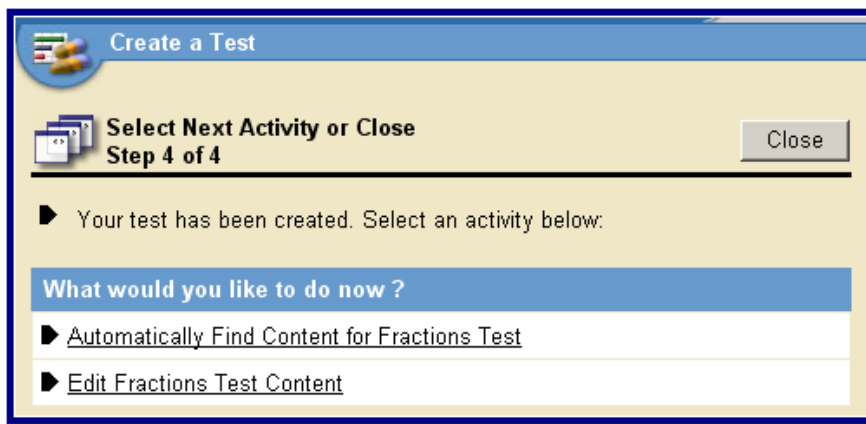

Part 2: Accessing Item Entry from Normal and Quick Pick Test Options

A. Creating a Test: Normal Option

If you are creating a test with the Normal Option, refer to the appropriate tutorial (Scanner Forms or Online) and complete all steps up to **Step 4 of 4.** Then refer to the following guide for instructions on how to manually create items for the test.

When you reach the screen titled *Select Next Activity or Close: Step 4 of 4*, then you will click this link: **Edit <Test Name> Content.**

After clicking this link go on to Part 2 to continue the manual setup of test items.


B. Creating a Test: Quick Pick Option

If you are creating a test with the Normal Option, refer to the appropriate tutorial (Scanner Forms or Online) and complete all steps up to Step 6 of 6. Then refer to the following guide for instructions on manually creating the items for the test.

When you reach the screen titled *Select Next Activity or Close: Step 6 of 6*, then you will click this link: **Edit <Test Name> Content.**

After clicking this link go on to Part 2 to continue the manual setup of test items.
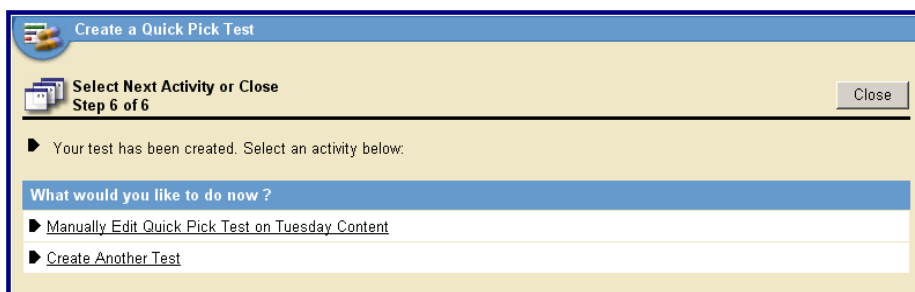
Part 3: Creating the Item Properties

1. On the Test Content tab click **Create Item.**
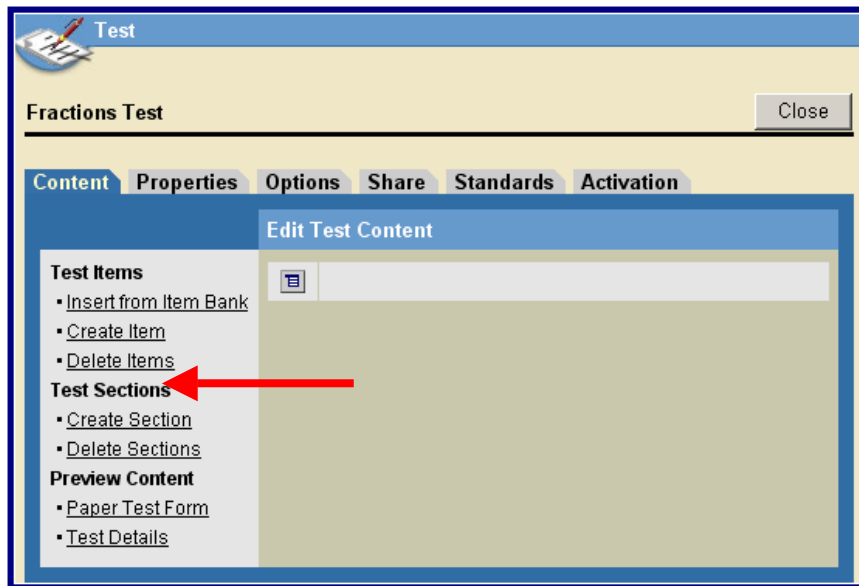
2. Java will load and you may receive this Security Warning.

   "Do you want to trust the signed applet distributed by....?"

   If you receive this Security Message, simply click **Yes** or **Always.**

3. The Item Editor will load and the Content Properties box appears.

A. Enter the **Item ID**.

B. Select the **Item Type**: Multiple Choice, Multiple Response or True-False.

  ▪ **Multiple Choice**: One (1) correct answer is permitted
  ▪ **Multiple Response**: Multiple correct answers are permitted

  Caution! After selecting **Item Type** and advancing to the next program screen, Item Type cannot be changed. If you enter an incorrect Item Type, you will need to delete the item and then setup a replacement item correctly.

C. Enter the **Item Name.** (Up to 60 characters)

D. (Optional) Select **Output** and enter a **Subject.**

  Note: Output and Subject if selected are *for information only.*

E. (Optional) Enter a **Grade Range.**
  Note: This selection limits test to students enrolled in those grades.

F. (Optional) Select **Language**, **Bloom's Level,** and enter **Keywords.**
  When creating items manually these options are *for information only.*

G. Setup the **Score Type**

    a. Select **Normal Scoring**

    b. Enter **Points**

    c. (Optional) Enter Penalty Points

Additional Score Options:

- Pilot Scoring (O points)

- Auto-Credit with Points

- Partial Credit for Multiple Response items

Score Type :   ⦿ Normal Scoring
Points are awarded for a correct answer, penalty points are deducted for an
incorrect answer, and 0 points are assigned if no answer is given.

Points: `1`

Penalty Points: `0`

◯ Pilot Scoring
No points are assigned or deducted regardless of how the item is answered.

◯ Auto-Credit
Points are awarded regardless of how the item is answered.

Points: `0`

◯ Partial Credit
Behaves like normal scoring except when the answer is partially correct.
Partial credit answers are awarded the points specified for the answer.

Points: `0`

Penalty Points: `0`

H. Select the Item **Layout**

a. Select 1, 2, 3, or 4 Column Layout or Exhibit/Passage

b. Click **OK**

Exhibit/Passage Layout
If a question (item) contains a Paragraph, Reading Passage, Math Table, or Science Chart that must be referenced by the student in answering the question, then select the Exhibit/Passage item Layout.

Note: If the Exhibit will be used to answer other items, refer to the tutorial that explains how to associate multiple items with the same Exhibit.

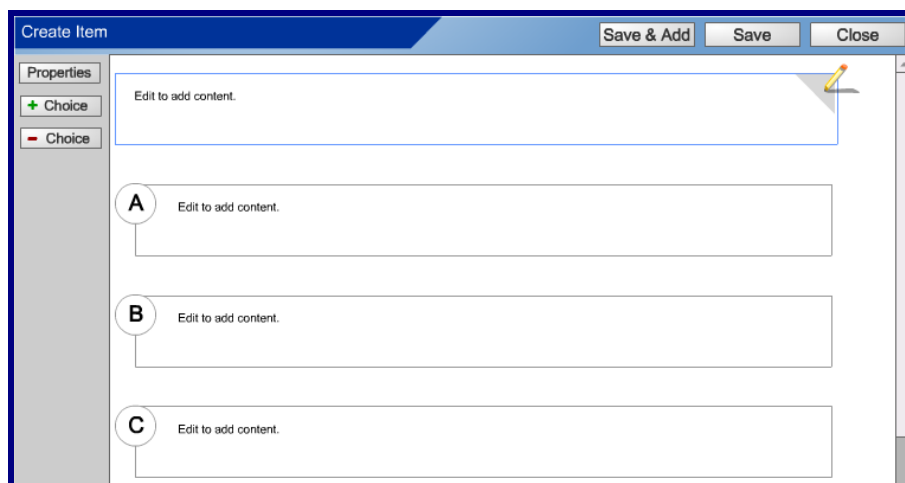I. If the Layout selected was 1, 2, 3 or 4 Column, then you will now enter the **Question** (Item Stem) and **Answer Choices**.

Click *Edit to Add Content* to open a box and add text and graphics.

Go to the next page for detailed instructions on item entry.

Part 4: Add the Question (Item Stem)

1. Click *Edit to Add Content* to open the Question Content box.

2. In the Question Content box, type or paste item content and graphics.

   - Paste text or graphics using the Paste icon only.
   - Shortcuts like Ctrl-C or Ctrl-V are not supported.

   - After pasting a graphic, <image 1>> displays in the content box.
   - If you paste a second graphic, you will see <<image 2>>, etc.

   - If graphic does not paste successfully you will get an error message. Verify Java version is correct and the graphic is within specifications.
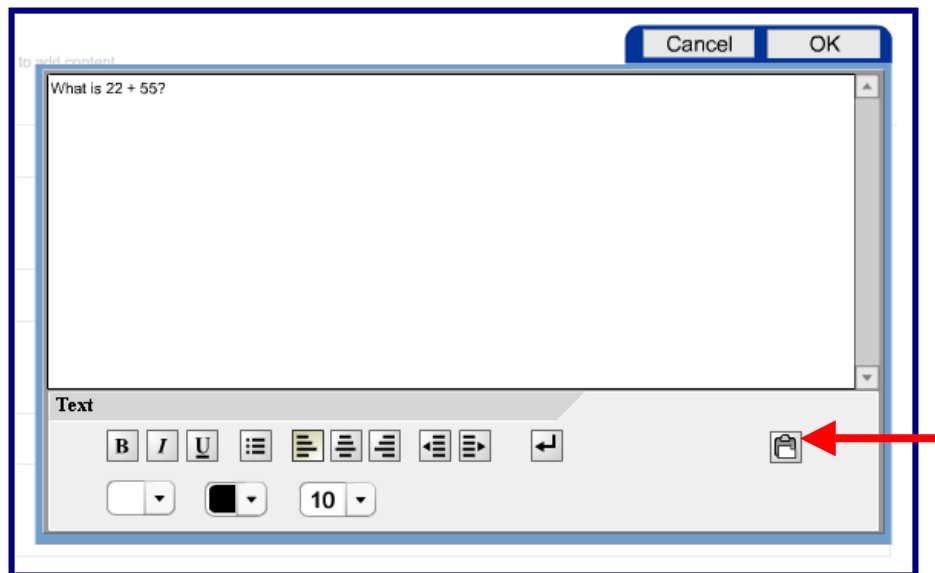
3. Format the content text as desired.
   - Utilize Italics, Bold, Bullets, etc. Plus customize Font Size or Color *
   - Insert Special Characters (Latin, Greek, Super, Subscript, etc.)
   - Text and graphics are in WYSIWYG format (Note for online testing)

   Caution! If you modify the item Font Type or Size, it is a *permanent* change. It is important to note this because during test creation you will have an option to modify the font *globally* for all items on the test. So if you modify the Item font during item setup, it will overwrite the global font setting on the printed test.
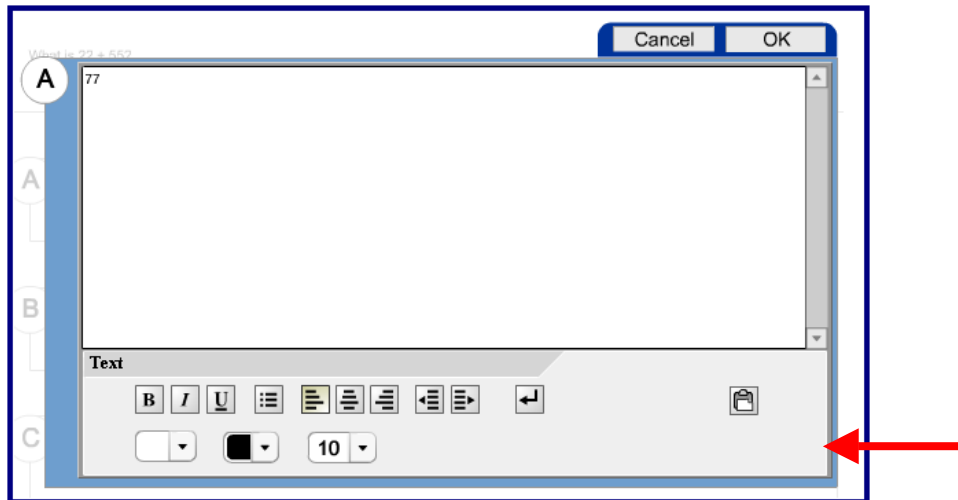
   Tip! If you want **all items** on the test to have the same font type and size, do not modify the font size or type for individual items during item setup.

4. After entering the Question, then click **OK.**

Part 5: Add the Answer Choices

1. Click *Edit to Add Content* to open the Answer Choice box.

2. In the Answer Choice box, type or paste the content and/or graphics.

    - Paste text or graphics using the Paste icon only.
    - Shortcuts like Ctrl-C or Ctrl-V are not supported.
    - After pasting a graphic, <image 1>> displays in the content box.
    - If you paste a second graphic, you will see <<image 2>>, etc.

    - If graphic does not paste successfully you will get an error message. Verify Java version is correct and the graphic is within specifications.

    Tip! Do not enter item identifiers (A, B, etc.). Enter the answer choice only.

3. Format the text as desired.
    - Utilize Italics, Bold, Bullets, etc. Plus customize Font Size or Color *
    - Insert Special Characters (Latin, Greek, Super, Subscript, etc.)
    - Text and graphics are in WYSIWYG format (Note for online testing)

    Caution! If you modify the item Font Type or Size, it is a *permanent* change. It is important to note this because during test creation you will have an option to modify the font *globally* for all items on the test. So if you modify the Item font during item setup, it will overwrite the global font setting on the printed test.

    Tip! If you want **all items** on the test to have the same font type and size, do not modify the font size or type for an individual item in item setup.

4. After entering the Answer Choice, then click **OK.**

Part 6: Select the Correct Answer(s)

1. Move the mouse (cursor) over the Pencil in the upper right corner of of the box containing the correct answer. The *Options* box will appear.

2. Click the **Correct** box to make this answer choice the correct answer.

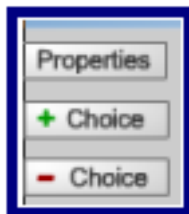   Note that the circle in the correct answer box is now green.

   Additional Option:
   If you do not want the answer choice to Randomize when multiple versions of the test are created, then uncheck the Randomize box.
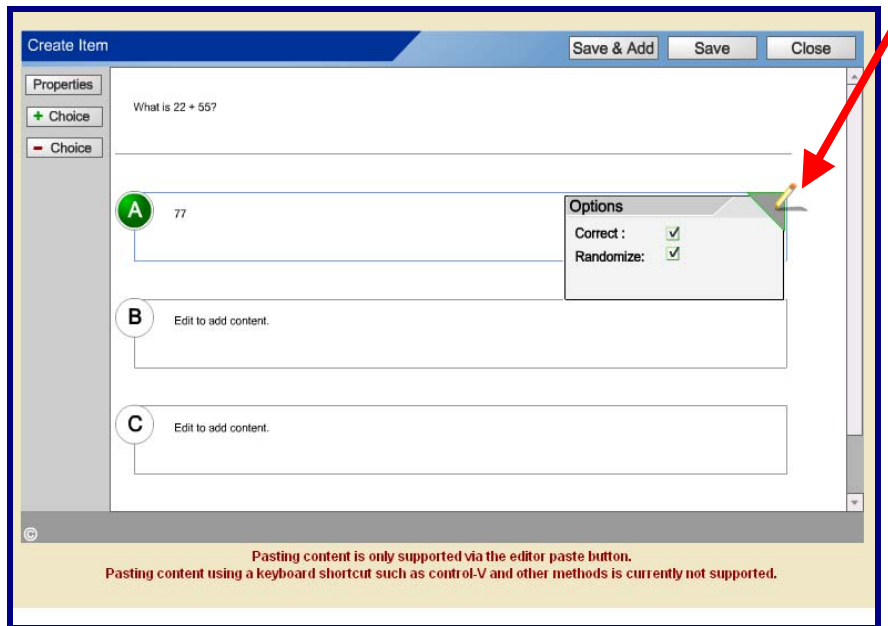
3. Add or Remove answer choices with the **+Choice** and **– Choice** buttons.

   Tip! If you select **– Choice** it deletes the *last* choice on the screen.

Select **Properties** to view item properties.

Select **+ Choice** to add answer choices

Select **– Choice** to delete answer choices.

Part 7: Save the Item

Caution! Do NOT click Close or you will lose the item entirely.

Items can be saved using one of these two save options:

A. **Save**

- Click the **Save** button.

- Click OK to the message that appears to confirm you want to save.

- Click **Close** to go to the Test page to view the items setup manually.

B. **Save & Add**

- Click **Save and Add** and then click **OK** to confirm the item has been saved.

- When the Item Properties page appears, you can create a new item.

Caution! Do NOT click Close before saving the item or it will be lost.

**NOTE:** Continue to setup all remaining items using the steps above.

Part 8: Attaching Standards to an Item

1. To access the items, click the Test Name in the Classroom Area

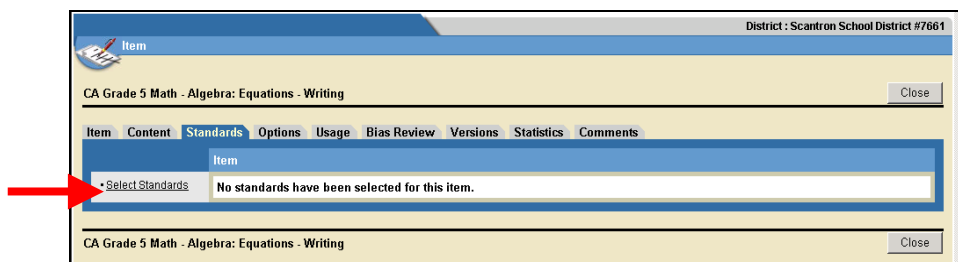   You will arrive at the Test page where the test items are listed.
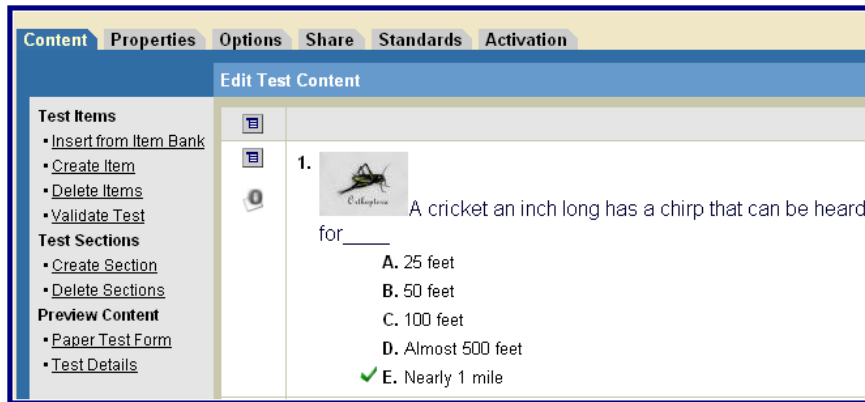
2. To the left of each item without a standard attached is an "open circle" symbol.

   Note: When the item has a standard attached, the symbol is a green checkmark.
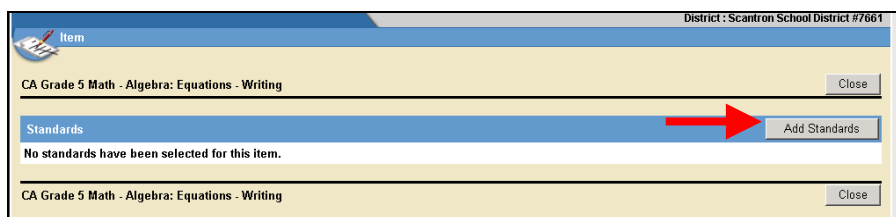
   Click the "open circle" symbol.
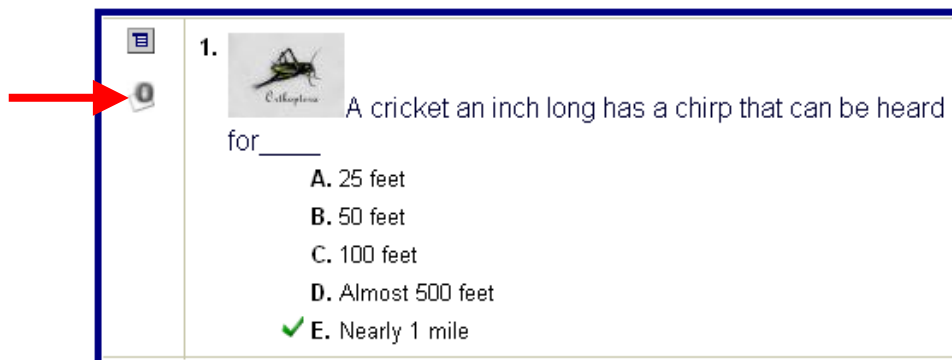
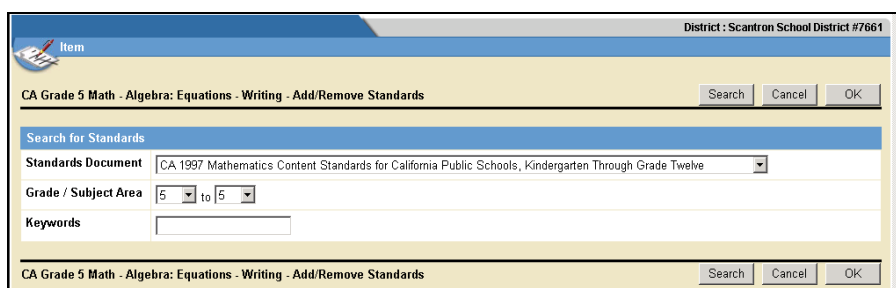3. On the next screen, choose the **Standards** tab and click **Select Standards.**

4. Next select **Add Standards**.
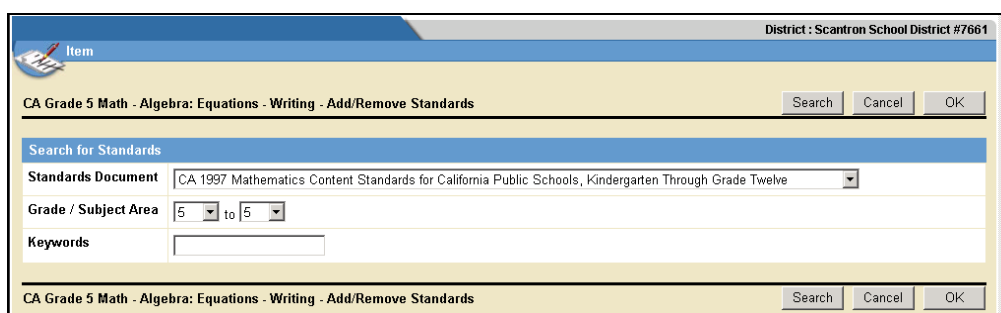
5. Choose the **Standards Document** and enter a **Grade Range.**

   (Optional) Enter a Keyword to look for Standards with that exact word.

6. Click the **Search** button.

7. When the Standards display, select those to be attached to the item.
    Then click **OK.**

8.   At the next page the Standard(s) you selected for the item will display.

    A. Attach more Standards to the item by clicking **Add Standards.**

    B. Delete a Standard by clicking **Remove**.

    C. If you are satisfied with your selection, click **Close**.

9. The next screen shows the *attached* Standard(s). Click **Close.**

Part 9: Editing an Item

1. Access the Items by clicking the Test Name in the Classroom Area.

2. Click the gray box to the left of the item.
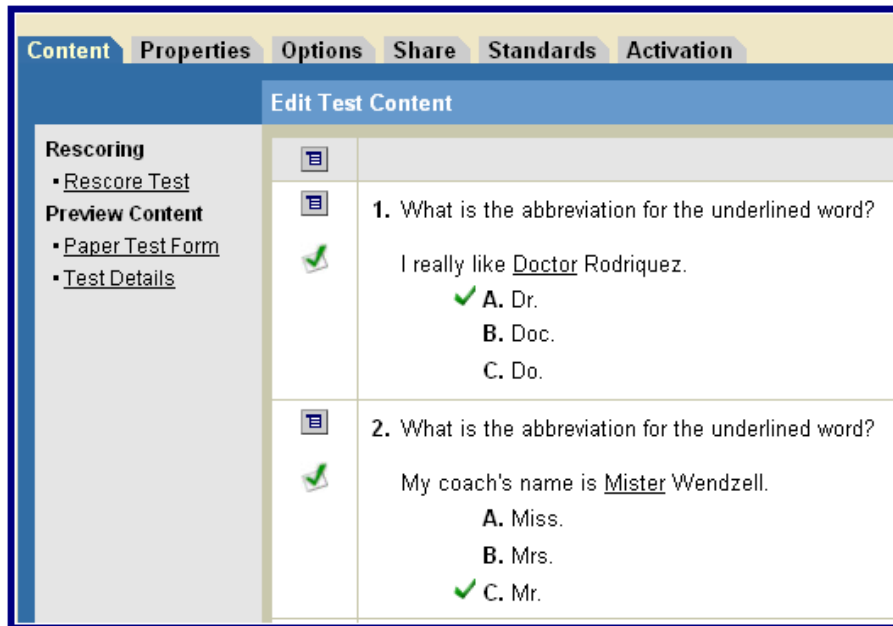
3. Note the eight (8) tabs on the screen and the functionality of each:

Item Content:	View or Edit Item's Content
Standards:	Attach Standards to an Item
Options:	View Online Testing Options
Usage:	View Usage of Item on tests
Bias:	View or Add Bias Notations
Versions:	View Item Modification History
Statistics:	View Item Analysis & Statistics
Comments:	View or Add Comments to item
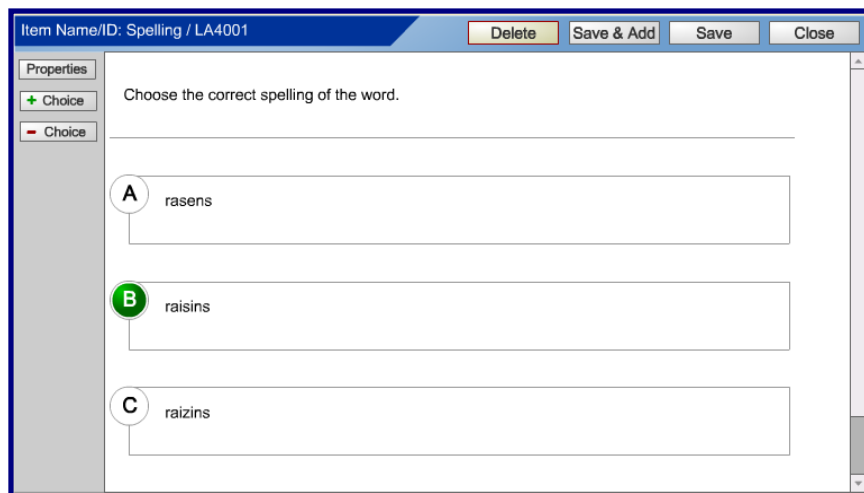
4. On the **Item Content** tab click **Edit Item Content**.

5. The Item Editor will load and the item will display.

6. Click the **Properties** button to view and or edit the Item Properties.

   NOTE: Some item properties cannot be edited, such as Item Type and Layout.

7. Click the Question box and/or an Answer Choice box to edit text or graphics.

   Note: Click **Delete** to permanently remove an item.

8. After you have finished editing the item, click **Save.**
   a. Click **OK** to the confirmation message that the item has been saved.
   b. After saving the item you can click **Close.**

Part 10: Create an Item in the Exhibit/Passage Layout &
Associate Passage (Exhibit) with Additional Items

Use the Item Exhibit Layout to setup an item containing a Reading Passage, Math Table, Science Chart or similar Exhibit/Passage. After the first item containing the Passage is created, that Passage can then be associated with additional items.

Multiple items associated with the same Passage are added to a test *as a unique set.* They scramble independently of other items if multiple test versions are generated.

The following tutorial includes sample data if you want to practice the steps involved. Note: Sample data, where appropriate, will appear in italics and also in parentheses.

Step 1: Create an Item with an Exhibit Layout

1. At the **Classroom Area** click the **Test Name.**

2. On the Test page's Content tab, click **Create Item.**

3. Enter an Item ID *(01 Apple Snack)*

4. Enter the Item Type *(Multiple Choice)*

5. Enter an Item Name *(R4.2.1_Sequence)*

6. Select Output Type *(Both Paper and Online)*

7. Select Subject and Grade Range *(Reading - Grade 4)*

8. Select a Language *(English)*

9. Select the Bloom's Level *(Knowledge)*

10. Type a Keyword *(leave blank)*

11. Select the Score Type *(Normal – 1 Point)*

12. Select the **Exhibit Layout**

13. Click **OK.**

14. Click the Exhibit/Passage box (*left side* of screen). Add the Passage in the box.

   ### *Easy Apple Snack*
   Snacks are fun to eat and can be a lot of fun to make. Here is an easy recipe for a very healthy snack. First, just cut a ripe apple in half and clean out the core. Next, place a few raisins in each half of the apple. Then, sprinkle cinnamon over the raisins. Place the apple halves on a cookie sheet and bake them in an oven for 20 minutes at 300 degrees. Finally, remove the apple halves from the oven, let them cool and then enjoy them alone or with some friends!

15. Click the Question box to open it. Then enter the question text and/or graphics.
   Sample: *What is the first thing you do to the apple?*

16. Click the **Answer Choice A** box to open it and enter the text or graphics.
   Sample: *Cut it in half.*

17. Click the **Answer Choice B** box to open it and then enter the text or graphics.
   Sample: *Place it on a cookie sheet.*

18. Follow the steps above to setup **Answer Choice C** and **Answer Choice D.**
   Samples: C. *Bake it for 20 minutes.*
   D. *Let it cool a little.*

19. Select the **Correct Answer.**

   Place the cursor in the box containing the correct answer. When the Pencil appears, hover over it to reveal the Options box. Click **Correct.**

   Sample: *A*

   Optional: To prevent the choice from scrambling when multiple test versions are created, *un*-check Randomize in the Option box.

20. Click **Save** and then click **OK** to the confirmation message.

21. After saving the item, you can click **Close.**

Step 2: Create the 2nd Item to be associated with the Passage in Item 1.

1. Open the Item Bank containing the <first> item containing the Passage.

2. Click **Create Item.**

3. Enter the Item ID *(02 Apple Snack)*

4. Enter the Item Type *(Multiple Choice)*

5. Enter the Item Name *(R4.2.1_Sequence)*

6. Select an Output Type *(Both OMR and Online)*

7. Select the Subject and Grade Range *(Reading - Grade 4)*

8. Choose the Language *(English)*

9. Select the Bloom's Level *(Knowledge)*

10. Type a Keyword *(leave blank)*

11. Select the Score Type *(Normal – 1 Point)*

12. Select the item layout: **1 Column**

13. Click **OK.**

14. At the next screen, click the Question box and enter text and/or graphics.
    Sample: W*hat do you do to the apple halves after you fill them with raisins?*

15. Click each Answer Choice box and add answer choices- text and/or graphics.

    Samples: A. *Place them on a cookie sheet*.
                    B. *Bake them for 20 minutes.*
                    C. *Let them cool a little.*
                    D*. Sprinkle them with cinnamon.*

16. Select the Correct Answer
    Sample**:** *D*

17. Click **Save.**

18. Click **OK** to the confirmation message and then you can click **Close** to exit.

Step 3: Associate Another Item with the Exhibit / Passage in Item 1

1. In the Classroom Areas, click the Test containing the Item with the Exhibit/Passage and the other items to be associated with the Passage.

2. Locate the item to be associated with an existing Exhibit/Passage. Then click the gray box next to the item to edit the item.

   Example: *02 Apple Snack*

3. On the Item Content tab, click **Select Passage.**

4. Select the Passage by clicking the radio button next to it.

5. Click **OK.**

Part 11: Capturing and Formatting Graphics for Achievement Series

A. Capturing a Graphic from a Word Processing Document

Achievement Series Graphics Specifications
- Maximum Width by Length: 600 x 2500 pixels
- Supported Graphic Formats: JPG, GIF or PNG
- Maximum Bitmap Resolution: 205

1. Open the document and click the graphic to select it.
2. Copy the graphic to the clipboard using **Edit – Copy.**
3. Paste the graphic into the Item content box using the item *Paste* tool only

What is the Graphic fails to paste successfully?
If the Graphic fails to paste you will receive an error message. The reason it may fail is because the Width and/or Length exceed the specifications. If this happens, verify the Graphic's dimensions in a Graphics Editor (Paint). Modify if needed.

Use these steps to verify and/or modify a Graphic's dimensions in Paint:

1. Copy the graphic to the clipboard. *(Select it then click Edit – Copy.)*
2. On a Windows PC, open *Paint. (Start – Programs – Accessories – Paint)*
3. Select **Edit – Paste** to insert the graphic into Paint.
4. *Crop* off any superfluous white space around the graphic.
5. Select **Image – Attributes** to view the graphic's current dimensions.
6. If the graphic is *not* within specification, select **Image – Stretch/Skew.**
7. Next enter a percentage *less than 100* in the Width and Length boxes. Put the same number in both boxes to resize the graphic proportionately.
8. Click **OK.**
9. Select **Image – Attributes** to view the modified dimensions of the graphic. If the size is still inappropriate, modify the graphic until it is correctly sized.
10. After it is sized correctly, select **Edit – Copy** and *paste* into the item.

Tip! If the graph is sized correctly but still will not paste, check the resolution.

B. Capturing a Graphic from a PDF file.

1. Open the PDF containing the graphic and then select **Tools.**

2. Under **Tools**, select **Basic – Snapshot Tool**.
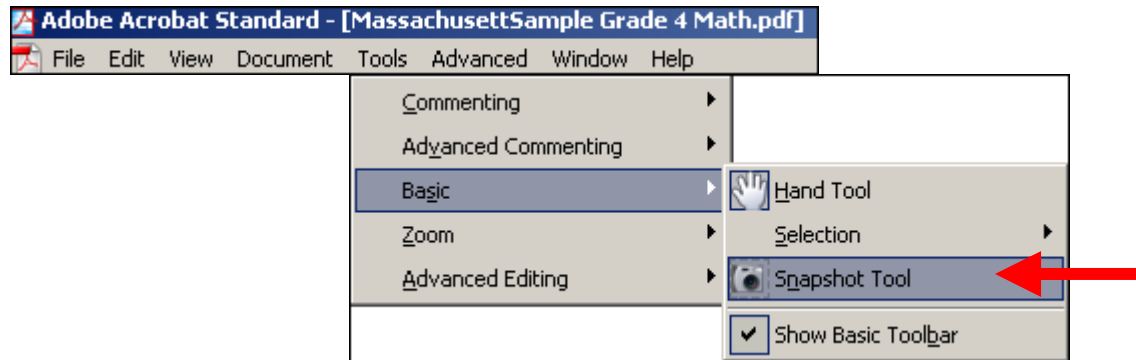
3. When the crosshair appears use the mouse to place it in the exact spot that will become the *top left corner* of your graphic.
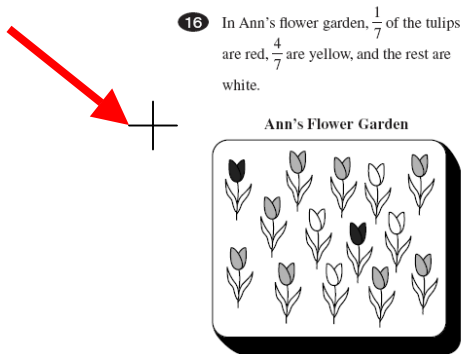
4. Now hold down the *left mouse* button and drag a box around the graphic.
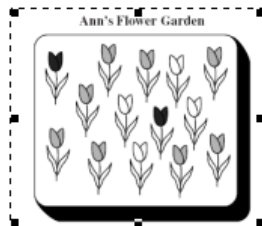
5. After selecting the graphic, release the mouse. The graphic will automatically copy to the clipboard when you release the mouse.

6. Paste the graphic into the Item Content box using the Paste tool *only*.

What is the Graphic fails to paste successfully?
If the Graphic fails to paste you will receive an error message. The reason it may fail is because the Width and/or Length exceed the specifications. If this happens, verify the Graphic's dimensions in a Graphics Editor (Paint). Modify if needed.

Follow these steps to verify and/or modify a Graphic's dimensions in Paint:

1. Copy the graphic to the Clipboard. *(Select it then click Edit – Copy.)*

2. On a Windows PC, open *Paint. (Start – Programs – Accessories – Paint)*

3. Select **Edit – Paste** to insert the graphic into Paint.

4. *Crop* off any unneeded white space surrounding the image.

5. Select **Image – Attributes** to view the graphic's current dimensions.

6. If the graphic is *not* within specification, select **Image – Stretch/Skew.**

7. Next enter a percentage *less than 100* in the Width and Length boxes.
    Put the same number in both boxes to resize the graphic proportionately.

8. Click **OK.**

9. Select **Image – Attributes** to view the modified dimensions of the graphic. If the size is still inappropriate, modify the graphic until it is correctly sized.

10. When the graphic meets the maximum size specifications, copy it from Paint using **Edit – Copy**. Then *paste* it into the appropriate item.

    Tip!   If the graph is sized correctly but still will not paste, check the resolution.

C. Capturing a Graphic using *SNAGIT*

Scantron does not endorse a specific graphic capture software program. Many customers utilize *SnagIt* due to its ease of use and the availability of a trial copy. Refer to the basic instructions below for 'how to' capture graphics using SnagIt. SnagIt can be downloaded from www.techsmith.com. Information related to sales, support and training must be solicited directly from TechSmith Corporation.

1. Open the document or screen with the image to be captured.

2. Then open *SnagIt.*

3. Select **Region to Clipboard** and click **Capture.**
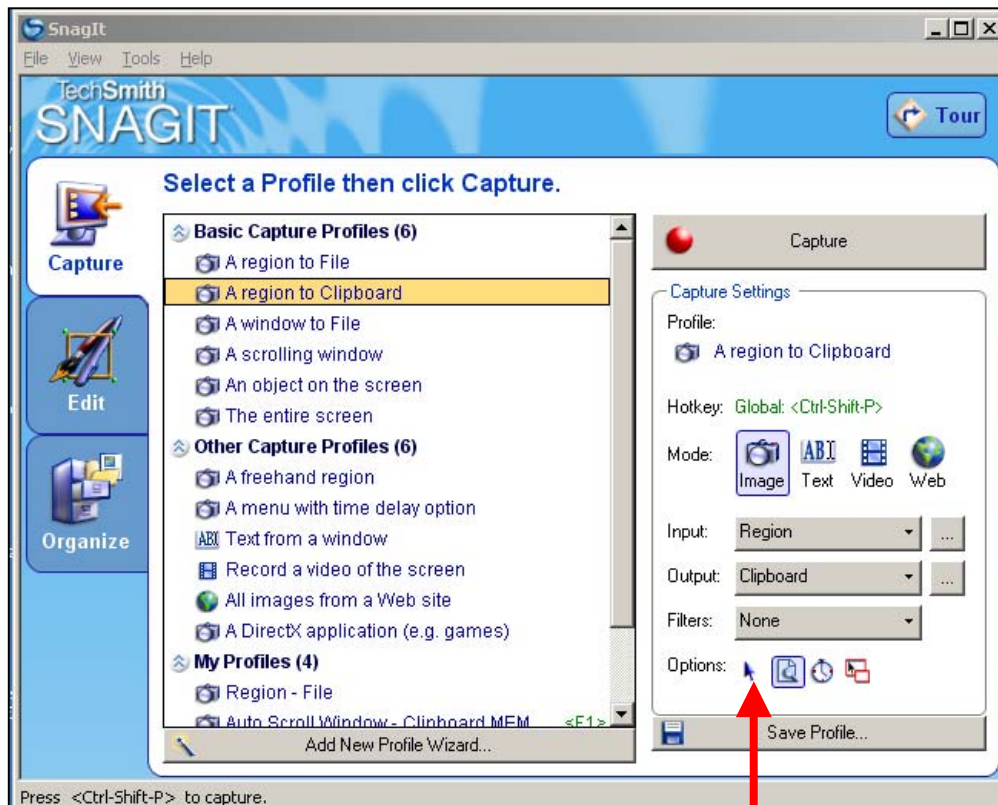
TIP! Go to Capture Settings and in Options, click the "arrow" to prevent the cursor from appearing in the graphic!

4. When **Capture** is clicked, the mouse pointer changes to a crosshair pointer. When the *crosshair* appears, position it in the *top left* corner of the graphic (or area) that you want to capture.

5. Drag the mouse to create a box around the graphic to be captured.

6. After selecting the graphic, then release the mouse.

7. When the image displays in SnagIt, select **Image – Scale - Custom Scale.**

8. Look in the bottom right section of the window to determine if the graphic is sized correctly for Achievement Series. (Maximum size: 600 W x 5000 L)

   A) If **Yes,** then proceed as follows:
   a. Click **OK.**
   b. Click **Finish (Clipboard)**

   Finally, paste the graphic into the item content box using the Paste tool.

   B) If **NO,** then perform these steps:

   a. Select the **Scale by Percentage** radio button.
   b. **Reduce the Width** as needed. (Length will reduce proportionately.)
   c. When the graphic is sized appropriately, click **OK**.
   d. Now you can click **Finish (Clipboard).**

   Finally, paste the graphic into the item content box using the Paste tool

   NOTE: Optionally save the graphic in one of these formats: JPG, GIF, PNG

D. Extracting a Graphic from an Image (Using Paint)

1. With the image on screen, capture it by pressing **Print Screen** on the keyboard.

2. Open *Paint*. *(Start – Programs – Accessories – Paint)*

3. Select **Edit – Paste** to insert the image into Paint.

4. Select the Capture Tool (rectangle shape).

5. After selecting the Capture Tool, the mouse becomes a crosshair pointer.
   - Drag the mouse around the graphic (or area) that you want to cut out.
   - After capturing the graphic, release the mouse.

6. Select **Edit – Cut.**

7. Then select **File – New.**

8. Finally select **Edit – Paste** to insert the graphic into the new file.

9. Now verify the graphic's dimensions by selecting **Image – Attributes.**

   A) If the graphic's dimensions meet the maximum specifications (600 x 5000),
      a. Then select **Edit – Copy.**
      b. Paste the graphic into the Achievement Series item using the Paste tool.

   B) If the graphic size does *not* meet the specifications, proceed as follows:
      a. Select **Image – Stretch/Skew**.

      b. In the Width & Length boxes, enter a percentage *less than 100*.
         Enter the same numbers in the boxes to adjust proportionately.

      c. Click **OK.**

      d. Select **Image – Attributes** to view the graphic's revised dimensions.

      e. If the size is still not correct, go to **Image – Stretch/Skew** and adjust.

      f. When the graphic meets the maximum specifications, copy it
         from Paint using **Edit – Copy**. Then *paste* it into the appropriate item.

   Tip!   If the graph is sized correctly but still will not paste, check resolution.

E. Formatting a Passage for Online Testing

Reading Passages intended for online tests may require special formatting.

On many of the states' Language Arts and Reading tests, Reading Passages include *numbered* sentences or paragraphs. The purpose for the numbering is to enable students to easily locate text that correlates to specific test items.

To guarantee that a Passage's unique format is maintained in an Achievement Series online test, it is recommended that it be created in Word and then captured as an image. You can paste the Passage into an item as you would any graphic.

Follow these steps when setting up a Passage to be saved as a Graphic image:

1. Open MS Word and set the view to 100%.

2. Set the Font to **Arial 12 Point.**

3. Set the margins so the maximum width of the document is *3 inches.*

4. After typing the Passage into Word, then use *SnagIt* to capture the Passage as a graphic image.

5. Finally, you can paste the Graphic (Passage) into the appropriate item in Achievement Series.

NOTE: It is highly recommended that you create a Demo Student at the school and then take the online test to preview how items will display online.